

# Comparisons of Job Characteristics

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Assistants, Except Payroll and Timekeeping (43-4161)**

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 86

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Assistants, Except Payroll and Timekeeping (43-4161)**

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Customer and Personal Service	11.3	17.8	14.7	< Expanded education and/or training may be required
Clerical	7.3	16.7	20.8	>> Current knowledge level is likely more than sufficient
Personnel and Human Resources	5.6	16.0	6.0	<< Extensive education and/or training may be required
Administration and Management	8.4	12.2	5.8	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 96

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Assistants, Except Payroll and Timekeeping (43-4161)**

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Reading Comprehension	10.7	13.3	11.5	< A higher skill level may be required
Active Listening	11.0	12.5	11.5	0 Current skill level may be sufficient
Writing	9.2	10.5	9.3	< A higher skill level may be required
Service Orientation	7.9	9.0	8.7	0 Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Human Resources Assistants, Except Payroll and Timekeeping (43-4161)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	14.1	12.2	<	Some improvement in abilities may be required
Oral Expression	12.4	14.0	11.6	<	Some improvement in abilities may be required
Written Comprehension	11.0	12.3	10.4	<	Some improvement in abilities may be required
Near Vision	11.1	11.5	10.0	<	Some improvement in abilities may be required
Written Expression	9.8	11.1	9.8	<	Some improvement in abilities may be required
Speech Clarity	10.2	10.7	10.7	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 83

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Human Resources Assistants, Except Payroll and Timekeeping (43-4161)

Work Activities	Exclusivity of Activity
Arrange teleconference calls	78
Communicate with customers or employees to disseminate information	89
Distribute correspondence or mail	76
Enter time sheet information	82
Fill out business or government forms	42
Fill out insurance forms	81
Maintain inventory of office forms	71
Maintain job descriptions	78
Maintain legal forms	87
Maintain records, reports, or files	5
Obtain information from individuals	24
Provide customer service	14
Take messages	68
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use word processing or desktop publishing software	17
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 67

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Human Resources Assistants, Except Payroll and Timekeeping (43-4161)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.